Nomination Package Checklist

1. Applicant's name and organization._____

2. <u>Administration</u>.

    a. Command/Staff Principal endorsement memorandum attached.
YES_____/NO_____.

    b. CPOL On-line forms must be used. The forms must be fully completed, typed, and include and original and nine (9) copies. YES_____/NO_____. Deficiencies should be noted in the "Remarks" section, below.

    c. Application for ACTEDS Training Opportunities.
YES_____/NO_____.

    d. Nominee's Statement of Interest. YES_____/NO_____.

    e. Supervisory Rating. YES_____/NO_____.

    f. Utilization Plan. YES_____/NO_____.

    g. Functional Review Form. YES_____/NO_____.

    h. DA 2302-R, Civilian Qualification Record.
YES_____/NO_____.

    i. Last 3 performance evaluations to include annotated Support Forms). YES_____/NO_____.

    j. SF 181, Race and National Origin Identification.

    k. All GS-11 applicants must include a memorandum from the commander or staff principal requesting waiver of the grade limitation requirement with explanation supporting the waiver. YES_____/NO_____.

    l. Completed AMSC Nomination Package Checklist is enclosed.
YES_____/NO_____.

4. Content evaluation. Deficiencies should be discussed in "Remarks" section.

a. Request for waiver of eligibility requirements specifically and adequately addresses the nominee's demonstrated leadership skills if nominee's current position is considered a "key leadership position". YES_____/NO_____.

c. Nominee's statement of interest provides meaningful information on why the nominee desires to participate in the program, contributions nominee will bring to training, and benefits to the Army resulting from training. YES_____/NO_____.

d. Supervisory rating is supported by written comments and consistent with most recent TAPES evaluations. YES_____NO_____.

e. Supervisor's utilization plan provides meaningful information on types of positions and levels of responsibilities in post training environment. YES_____/NO_____.

f. Career program manager and/or functional chief representative/personnel proponent provide meaningful rationale to support the nominee's priority for the training. YES_____/NO_____.

REMARKS:_____

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Nomination Package Checklist
(Disapproval by MDW AMSC Training Advisory Board)(CONT)

_____ Application does not demonstrate that nominee has a solid record of performance warranting attendance at AMSC.
Explanation:_____

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_____ Additional comments:_____

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